



Saskatchewan College of Psychologists

1026 Winnipeg Street
Regina SK, S4R 8P8

Tel: (306) 352-1699
Fax: (306) 352-1697
Email: skcp@sasktel.net
www.skcp.ca

Membership Advisory

Supervision of Provisional Members FAQs

The responsibility of supervision for the purpose of licensure is significant and carries liability for the supervisor. The supervisor is called on to serve as a role model and mentor, to protect the public interest, when applicable to provide diagnostic services in conjunction with the services provided by the Provisional member, and to evaluate the Provisional licensee's competency and readiness to practice independently. The responsibilities of a supervisor are outlined within the "*Advisory – Responsibility of a Supervisor*". Consultation with the College has identified the need for further elaboration on some of those responsibilities:

1. Do the 1500 practice hours include supervision time?
 - No. The supervisee must log a minimum of 1500 hours of practice with clients (only hours spent providing a direct service or collateral activities to support that service can be counted) in addition to a minimum of 57.5 hours of direct face-to-face supervision with the supervisor.
 - Supervised hours must be signed off by the supervisor as successfully completed, and must be submitted along with the supervisor's evaluation in order for the hours to be considered and counted.
2. Must direct observation of the Provisional member providing services to clients occur?
 - Yes. Regardless of the amount of training and experience one has obtained prior to licensure, the expectation is that supervisors will periodically observe their supervisee providing direct client services and that this will be logged in the supervised practice log submitted to the Registration Committee for approval.
3. Do I need to co-sign all of my supervisee's paperwork/reports/records?
 - No. Supervisors do not need to co-sign progress, contact notes, or internal memos. However, supervisors should periodically review their supervisee's client documentation. Supervisors should co-sign all assessment reports, reports to stakeholders, letters, and any diagnostic work.
4. Must I be physically present when my supervisee discusses with a client the diagnoses that have been established?
 - The legislation allows only Full Practice members of the College with the Authorized Practice Endorsement (APE) on their license to communicate diagnoses. The College recognizes that supervisors cannot always be present when assessment results are debriefed with clients. Thus, if a supervisor cannot be present when a diagnosis is communicated they must provide the diagnosis in writing to the client prior to the debrief provided by the Provisional member. This can be provided in the form of a copy of the assessment report **OR** in the form of a letter.

- Supervisors are reminded that the Canadian Code of Ethics for Psychologists and the SCP Professional Practice Guidelines direct that if one is to give a diagnosis that they must have direct knowledge of the client and involvement with the assessment process.
5. If the College receives a complaint in regard to my supervisee will I also be held responsible?
- There is liability when one agrees to supervise a Provisional member. In essence one is agreeing to “vouch” for the work and conduct of their supervisee. Thus it cannot be stressed enough that supervisors need to feel comfortable with the work and decisions of their supervisees, and their level of comfort will determine the amount of oversight and direct management provided. In the event of a complaint against a supervisee, the Supervisor will be asked to also respond to the complaint. Depending on the outcome of the investigation process by the Professional Conduct Committee the supervisor may also be held accountable.
6. What happens if I have concerns about the practice/conduct of my supervisee?
- It is important that supervisors are clear and direct with their supervisees and that they provide both formative and summative feedback.
 - If you have concerns about your supervisee you need to notify the College of these concerns directly in writing.
7. What should I do if I do not feel I can continue to provide supervision to my supervisee?
- Your agreement to supervise is voluntary. However, withdrawing from supervision has very real impacts for the Provisional member as well as potentially for their clients. Thus provision of feedback as issues arise during supervision is advised to help to mitigate larger issues, which might result in the need to terminate the supervisory relationship.
 - Should the relationship need to be terminated prematurely notification in writing should be provided to the supervisee, as well as the College indicating the reason for the termination and the date upon which it is effective.
 - Review of any outstanding supervision/practice logs, and completion of an evaluation indicating whether or not the hours logged were successfully earned. This is necessary even if an evaluation had recently been completed and the next evaluation period has not yet arrived.

If you have any questions in regard to the provision of supervision, you are encouraged to contact the College.